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Office of the Deputy Director (Support) and aides

1. DD/S Office

a. DD/S, ADD/S, Assistant to DD/S, Executive Assistant to DD/S  
Special Assistants to DD/S  
Clericals

b. FUNCTIONS

- (1) Executive Assistant and 1 Special Assistant: Admini-  
strations in the Office
- (2) Special Assistant: Training coordination and develop-  
ment of Training programs
- (3) Special Assistant: Executive Secretary, Administra-  
tion Career Board
- (4) Special Assistant: New building liaison
- (5) Clericals: Support above and Registry

2. Special Support Assistant

a. FUNCTION

- (1) Contiguous contact and Support Assistance to Clandes-  
tine Services
- (2) Provide graphic and visual aid material for Clandes-  
tine Services
- (3) Contiguous Publications Control (editing coordinating  
and processing) of materials for Clandestine Services.

3. Special Planning Assistant

a. FUNCTION

- (1) Develop policies and procedures for support planning
- (2) Coordinate development of plans to support operational  
undertakings.
- (3) Develop Agency plans for mobilization and evacuation

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4. Project Administrative Planning Staff

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a. FUNCTION

- (1) Advise and assist preparation of administrative plans for Clandestine Services (Administrative and financial requirements)

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